

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**OCCUPATIONAL THERAPIST**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments to carry out therapeutic programming to rehabilitate or habilitate residents of state mental health facilities, prisons, youth residential facilities, veterans' hospitals, or school for the blind or deaf; or patients in a community setting.

There are four classifications in this job.

**Position Code Title – Occupational Therapist - E**

**Occupational Therapist 9**

This is the entry level. As a trainee, the employee carries out a range of professional occupational therapist assignments while learning the methods of the work.

**Occupational Therapist 10**

This is the intermediate level. The employee performs an expanding range of professional occupational therapist assignments in a developing capacity.

**Occupational Therapist P 11**

This is the experienced level. The employee performs a full range of professional occupational therapist assignments in a full functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Occupational Therapist-A**

**Occupational Therapist 12**

This is the advanced level. At this level, the employee may function as a lead worker or senior worker. The employee is responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides occupational therapy to those whose ability to cope with tasks of living are threatened or impaired by developmental deficits, physical injury or illness, emotional, psychological and social problems, the aging process, and the effects of economic and cultural barriers.

Identifies treatment plans and administers treatment in the form of therapeutic activities graded to fit the patient's physical and mental needs.

Utilizes activities such as needlework, sewing, painting, cooking, ceramics, work situations, woodworking and metal working to evaluate and improve patients' level of functioning.

Coordinates the occupational therapy program with treatment provided by other treatment team members.

Confers with other staff members regarding the needs of patients, goals of treatment, and progress made.

Provides assistance in the student training programs of the service and/or facility.

Participates in the in-service training and development of the service staff and/or other facility staff.

Requisitions and maintains supplies and equipment of the profession.

May assist in research efforts of the service or facility staff.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Occupational Therapist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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### **Occupational Therapist 12 (Senior Worker)**

Performs on a regular basis professional occupational therapist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of principles and practices of occupational therapy.

Knowledge of activities used for therapeutic treatment of mentally ill or physically disabled persons.

Skill in the use of mechanical equipment and machines such as saws, drills, lathes, sewing machines, looms and hand tools, as needed.

Ability to gain the cooperation of patients.

Ability to provide instruction and evaluate progress in selected tasks of self-care, work, and play in order to restore, reinforce and enhance performance, to diminish or correct pathology, and to promote and maintain health.

Ability to devise work projects from available materials.

Ability to work with professional and other personnel in the area of the work being performed.

Ability to make minor repairs and adjustments to machines and equipment, as needed.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

#### **Additional Knowledge, Skills, and Abilities**

### **Occupational Therapist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Some jobs require direct contact with prisoners.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in occupational therapy.

**Experience**

**Occupational Therapist 9**

No specific amount or type is required.

**Occupational Therapist 10**

One year of experience providing professional therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist in state service.

**Occupational Therapist P 11**

Two years of experience providing professional therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist in state service, including one year equivalent to an intermediate level Occupational Therapist.

**Occupational Therapist 12**

Three years of experience providing professional therapeutic rehabilitation and habilitation services equivalent to an Occupational Therapist in state service, including one year of experience equivalent to an Occupational Therapist P 11.

**Special Requirements, Licenses, and Certifications**

Registration as an occupational therapist with the Michigan Department of Consumer and Industry Services.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

| <b><u>Job Code</u></b> | <b><u>Job Code Description</u></b> |
|------------------------|------------------------------------|
| OCCUPATHP              | Occupational Therapist             |

| <b><u>Position Title</u></b> | <b><u>Position Code</u></b> | <b><u>Pay Schedule</u></b> |
|------------------------------|-----------------------------|----------------------------|
| Occupational Therapist-E     | OCCUPTHE                    | W22-019                    |
| Occupational Therapist-A     | OCCUPTHA                    | W22-020                    |

ECP Group 2  
10/2/2001  
VEP/VLWT/MBK/EMF